

TEST ADMINISTRATIVE INSTRUCTIONS

1. Clear all materials from your desk.
2. You will be using the following materials to take this test: (state as appropriate)
3. Review the test booklet to assure all pages are present. The test booklet contains page ___ thru ___.
4. Do not write on any material except the answer sheet or scratch paper (if provided).
5. Make no stray marks on your answer sheet; stray marks may count against you. If you must erase, erase completely.
6. Select the best answer to the question, interpretation may be required. Test administrators and proctors can not provide explanations or answers to test questions.
7. Generally, a student will not be allowed to leave the testing room. However, if it becomes necessary, a monitor will escort and remain with the student until the student returns to the testing room. The student's examination materials should be secured before the student leaves the room.
8. The test administrator may announce, at intervals, the amount of time remaining for the exam. Time for completion will be posted on the chalkboard.
9. Once you have completed the test, check to ensure you have answered ALL the questions and that the answer MATCHES the corresponding question.
10. Once you have completed the examination you must turn in ALL test materials and leave the classroom. You will not be permitted to return until ALL students have completed the test.
11. Giving and / or receiving any unauthorized assistance during this test (help from classmates, crib notes, etc) will constitute cheating and will be referred to your chain of command for appropriate action.
12. Students will not discuss exam items with students who have not yet been tested.
13. You will have ___ (state time in hrs / mins) to complete this test.